



Evaluation Entry System Overview (SSG - 1SG / MSG)

Module 5c: NCOER (SSG - 1SG /
MSG)



Agenda

- Accessing Evaluation Entry System (EES)
- Landing Page
- Initiating NCOER
- Administrative Data
- Performance Assessment
- Potential Assessment
- Editing NCOER
- Signing and Submitting NCOER
- Status Tracking



Evaluation Entry System (EES)

<https://evaluations.hrc.army.mil/>
(EES website)

<https://evalentry.hrc.army.mil/>
(NCOER training environment)



EES Terms Page

S. Army Evaluation Entry System - Windows Internet Explorer

https://evaluations.hrc.army.mil/

U.S. Army Evaluation Entry Sys... Structured Self Developme

Page Safety Tools

FOUO - Unclassified

Evaluation Entry System
U.S. Army Human Resources Command

Terms of Use

You are accessing a U.S. government (USG) information system (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent

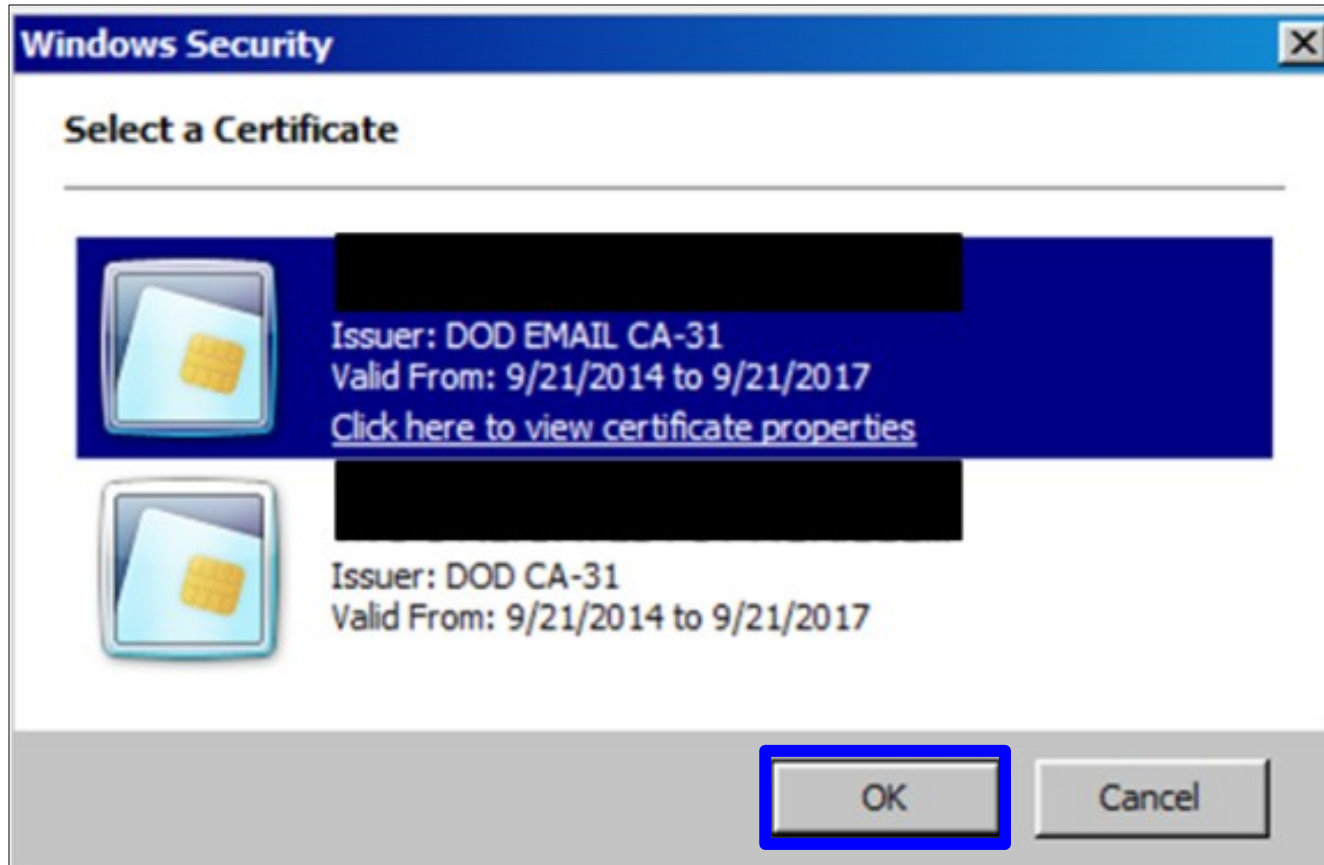
- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests—not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to pers [Agreement](#) for details.
- This system contains Privacy Act information, which is covered by the Privacy Act of 1974, as amended, 5 U.S.C. Section 552a, and it must be protected from unauthorized access or use. For Official

☐ I agree to the terms of the User Agreement.

Accept Terms Cancel



EES Digital Credentials





EES Landing Page

Main Menu ▾ Profiles ▾ New OER Training ▾

Support Links:

Evaluation Support and Help

- [Evaluation and Training Tools](#)
- [Appeals and Corrections](#)
- [Evaluation Entry System Users Guide](#)
- [Ask a Policy Expert](#)
- [Ask an IT Expert](#)
- [Frequently Asked Questions](#)

External Links and Resources

- [AR 623-3](#)
- [DA PAM 600-3](#)
- [DA PAM 600-4](#)
- [DA PAM 623-3](#)
- [S1 NET](#)
- [MYBOARDFILE](#)
- [ERS](#)
- [User Survey and Feedback](#)
- [Army Doctrine](#)
- [Army Doctrine References](#)

Welcome to the HRC Evaluations Entry System
Please select an option below:

OER	NCOER
Create OER Support Form	Create NCOER Support Form
Edit OER Support Form	Edit NCOER Support Form
Create New OER	Create New NCOER
Continue/View Active OERs	Continue/View Active NCOERs

TOOLS

View Profiles where I am a delegate	View my Rater and Senior Rater Profile
Manage Rating Chain	View Forms
Signature Removal	Manage Delegates
Request ERS Access	Evaluation Status and Management Tools (ERS)

Recent Evaluation Activity:

Rated Soldier	Your Role	Thru Date	Status
---------------	-----------	-----------	--------

Recent Evaluation Support Form Activity:

Rated Soldier	Role	Thru Date
---------------	------	-----------



NCOER Creation

NCOER Individual Lookup

Enter the SSN and first two letters of the last name of the rated Soldier and the rating officials. This will automatically search the Army personnel database and auto-populate the evaluation with administrative information. Incorrect information may be changed within the evaluation, but changes to the information in the personnel database require the use of other channels (S1 or Admin Support).

Rated NCO

DOD ID Number Last Name Email

[Switch to search by SSN] ☐

f. Component Status Code

Rank Changes to the rank will be limited once the evaluation is created.
Please ensure accurate selection of the rank for the time period the soldier is to be evaluated.

Date of Rank

Promotable Info

Is the Rated NCO promotable or selected to attend USASMA? ☐ Yes ☒ No

Next Higher Grade

Is the Rated NCO serving in a position authorized for the next higher grade? ☒ Yes ☐ No

Frocked Info

Is the Rated NCO frocked to the next higher grade and serving in a position authorized for the rank to which he/she is frocked? ☒ Yes ☐ No

Rater

DOD ID Number Last Name Email

[Switch to search by SSN] ☐

Is this individual serving as both the Rater and Senior Rater? ☐ Yes ☒ No

Senior Rater

DOD ID Number Last Name Email

[Switch to search by SSN] ☐

Supplementary Reviewer (optional)

DOD ID Number Last Name Email

[Switch to search by SSN] ☐

Next



NCOER Creation Confirmation

Evaluation Creation Confirmation

Role	SSN	Name	Email	Importing Data
Rated Soldier				Yes
Rater				Yes
Supplemental Reviewer				Yes
Senior Rater				Yes

Selecting "Begin" will initiate a SSG-1SG/MSG GRADE PLATE (E6-E8) NON-COMMISSIONED OFFICER EVALUATION REPORT for the above mentioned individual. An email will be sent to each of the addresses listed above, notifying each individual of their involvement with the new ncoerEvaluation.

Previous

Begin



Rated NCO's Administrative Data

a. NAME (Last, First, Middle Initial) SOLDIER, RATED		b. SSN (Last 4 Digits No.)	c. RANK SSG	d. DATE OF RANK (YYYYMMDD) 20121019	e. PMOSC 12B30
f. UNIT, ORG., STATION, ZIP CODE OR APO, MAJOR COMMAND A Co, 2STB, 2BDE, Fort Best, 11111, FC			g. STATUS CODE RA	h. UIC WAAAAA	i. REASON FOR SUBMISSION 03 Change of Rater
j. PERIOD COVERED FROM (YYYYMMDD) 20150801		THRU (YYYYMMDD) 20151217	k. RATED MONTHS 5	l. NON RATED CODES	m. NO. OF ENCLOSURES 0
n. RATED NCO'S EMAIL ADDRESS (.gov or .mil) @MAIL.MIL					

Admin Data

a. Last Name	First Name	M.I.	Suffix
SOLDIER	RATED		

b. DOD ID Number 

c. Rank d. Date of Rank 

Promotable Info

Is the Rated Soldier promotable and serving in a position authorized for the next higher grade? ☐ Yes ☒ No

Next Higher Grade

Is the Rated Soldier serving in a position authorized for the next higher grade? ☐ Yes ☒ No

Frocked Info

Is the Rated Soldier frocked to the next higher grade and serving in a position authorized for the rank to which he/she is frocked? ☐ Yes ☒ No

e. PMOSC

f. Unit, Org. Station Zip or APO

Major Command

g. Component/Status Code

h. UIC Code n. Rated NCO's AKO Email Address

Must use .gov or .mil

Exit

Next

Save

Go to Signatures

Print Draft



Rated NCO's Administrative Data (cont.)

PART I - ADMINISTRATIVE

a. NAME (Last, First, Middle Initial) SOLDIER, RATED		b. SSN (or DOD ID No.)	c. RANK SSG	d. DATE OF RANK (YYYYMMDD) 20121019	e. PMOSC 12B30
f. UNIT, ORG., STATION, ZIP CODE OR APO, MAJOR COMMAND A Co, 2STB, 2BDE, Fort Best, 11111, FC			g. STATUS CODE RA	h. UIC WAAAAA	i. REASON FOR SUBMISSION 03 Change of Rater
j. PERIOD COVERED		k. RATED MONTHS	l. NON RATED CODES	m. NO. OF ENCLOSURES	n. RATED NCO'S EMAIL ADDRESS (.gov or .mil)
FROM (YYYYMMDD) 20150801	THRU (YYYYMMDD) 20151217	5		0	@MAIL.MIL

Admin Data Continued

i. Reason For Submission	03 Change of Rater
j. From Date	20150801
Thru Date	20151217
k. Rated Months	5
Rated Days	139
l. Non-Rated Codes	SELECT NON-RATED CODES

[Previous](#)[Exit](#)[Next](#)[Save](#)[Go to Signatures](#)[Print Draft](#)



Non-Rated Codes

Non-Rated Codes

Non-Rated Codes

Code	Start Date	End Date	Reason
------	------------	----------	--------

+ Add Edit Delete Search Reload Page 1 of 0 10 No records to view

Note: Only the first four codes will appear on the form. All codes entered will be used to calculate Non-Rated time, and that time must occur during the rating period.

Previous

Exit

Save

Go to Signatures

Print Draft



Non-Rated Codes (cont.)

Non-Rated Codes

Add Record

Code

Start Date

End Date

A - AWOL/DESERT/UNSAT PART AR135-91

A - AWOL/DESERT/UNSAT PART AR135-91

C - CONFIN IN MIL/CIV DETENT FCLTY

D - TDRL STAT

E - LV EXCESS OF 30 DAYS

F - UNDER ARREST

G - HEAL W/DUTY WTU SLDR ONLY

H - HEAL NO OTHR DUTY WTU SLDR ONLY

I - TRANS BETW DUT STAT/LV/PTDY/TDY

M - MIA

P - PATIENT DOC CARE/UNABL TO PERM

Q - LACK OF RATER QL

R - NEW RCTR PGM

S - STUD/MIL OR CIV SCHOOL

T - ON TDY/SPC DTY/TCS < 90 DAYS

W - POW

X - AUTH ABS PART SPC PGM

Z - NONE OF THE ABOVE

Reason

0 >> >= 10 No records to view

be used to calculate Non-Rated time, and

Save

Go to Signatures

Print Draft



Non-Rated Codes (cont.)

Non-Rated Codes

Add Record

CodeS - STUD/MIL OR CIV SCHOOL

Start Date20150317

End Date20150317

Reason

No records to view

10

be used to calculate Non-Rated time, and

Mar2015

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Go to Signatures

Print Draft



Non-Rated Codes (cont.)

Non-Rated Codes

Add Record

CodeS - STUD/MIL OR CIV SCHOOL

Start Date20150317yyyyymmdd

End Date20150717yyyyymmdd

Submit

Cancel

Reason

0 >> >| 10

No records to view

be used to calculate Non-Rated time, and

Previous

Exit

Save

Go to Signatures

Print Draft



Counseling Dates

PART II - AUTHENTICATION						
d1. COUNSELING DATES	INITIAL	LATER	LATER	LATER	d2. RATED NCO'S SIGNATURE	d3. DATE(YYYYMMDD)

Counseling Dates

Initial Counseling Date

Later Counseling Date (First)

Later Counseling Date (Second)

Later Counseling Date (Third)

Mar

2015

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

PreviousExitNext

Print Draft



Counseling Dates (cont.)

PART II - AUTHENTICATION						
d1. COUNSELING DATES	INITIAL 20150806	LATER 20151030	LATER	LATER	d2. RATED NCO'S SIGNATURE	d3. DATE(YYYYMMDD)

Counseling Dates

Initial Counseling Date

20150806

Later Counseling Date (First)

20151030

Later Counseling Date (Second)

Later Counseling Date (Third)

Previous

Exit

Next

Save

Go to Signatures

Print Draft



Check on Learning

1. When will the data entered into the NCOER Training Environment be deleted?
2. Ideally who should create a new NCOER in EES?
3. Can Rating Officials access an NCOER if their DOD ID / SSN is incorrectly entered into EES?
4. What form do Rating Officials use to assess the performance and potential of a SFC(P) serving in an authorized MSG position?



Rater

[Print For Manual Submission](#)[Exit](#)[Submit to HQDA](#)[Manage Enclosures](#)[Delete](#)

To edit a particular selection, choose the appropriate button below:

[Rated Soldier](#)[Rater](#)[Senior Rater](#)[Reviewer](#)[Rater Enlisted Advisor](#)[Senior Rater Enlisted Advisor](#)

SSG TO 1SG GRADE PLATE (E6 - E8) NON-COMMISSIONED OFFICER EVALUATION REPORT

For use of this form, see AR 623-3; the proponent agency is DCS, G-1.

See Privacy Act
Statement in AR 623-3.

PART I - ADMINISTRATIVE DATA

a. NAME (Last, First, Middle Initial) SOLDIER, RATED	b. SSN (or DOD ID No.)	c. RANK SSG	d. DATE OF RANK (YYYYMMDD) 20121019	e. PMOSC 12B3O
f. UNIT, ORG., STATION, ZIP CODE OR APO, MAJOR COMMAND A Co, 2STB, 2BDE, Fort Best, 11111, FC		g. STATUS CODE	h. UIC WAAAAA	i. REASON FOR SUBMISSION 03 Change of Rater
j. PERIOD COVERED FROM (YYYYMMDD) 20150801		k. RATED MONTHS 5	l. NON RATED CODES	m. NO. OF ENCLOSURES 0
n. RATED NCO'S EMAIL ADDRESS (.gov or .mil) @MAIL.MIL				

PART II - AUTHENTICATION

a1. NAME OF RATER (Last, First, MI) RATER, SOLDIER'S	a2. SSN (or DOD ID No.)	a3. RATER'S SIGNATURE Why Can't I sign?	a4. DATE
a5. RANK PMOSC ORGANIZATION DUTY ASSIGNMENT 2LT, 12A, A Co, 2 STB, 2 BDE, Platoon Leader		a6. RATER'S EMAIL ADDRESS (.gov or .mil) @MAIL.MIL	
b1. NAME OF SENIOR RATER (Last, First, MI) RATER, SENIOR	b2. SSN (or DOD ID No.)	b3. SENIOR RATER'S SIGNATURE	b4. DATE
b5. RANK PMOSC ORGANIZATION DUTY ASSIGNMENT 1LT, 12A, A Co, 2STB, 2 BDE, Company Commander		b6. SENIOR RATER'S EMAIL ADDRESS (.gov or .mil) @MAIL.MIL	
c1. SUPPLEMENTARY REVIEW REQUIRED? ☒ Yes ☐ No	c2. NAME OF SUPPLEMENTARY REVIEWER (Last, First, MI) REVIEWER, SUPPLEMENTARY		c3. RANK PMOSC/BRANCH ORGANIZATION DUTY ASSIGNMENT LTC, 12A, HHC, 2STB, 2BDE, Battalion Commander
c4. COMMENTS ENCLOSED? ☒ Yes ☐ No	c5. SUPPLEMENTARY REVIEWER'S SIGNATURE Click Here to Sign	c6. DATE (YYYYMMDD)	c7. SUPPLEMENTARY REVIEWER'S EMAIL ADDRESS (.gov or .mil) @MAIL.MIL

RATED NCO: I understand my signature does not constitute agreement or disagreement with the assessments of the rater and senior rater. I further understand my signature verifies that the administrative data in Part I, the rating officials and counseling dates in Part II, the duty description in Part III, and the APFT and height/weight entries in Part IVa and IVb are correct. I have seen the completed report. I am aware of the appeals process of AR 623-3.

d1. COUNSELING DATES	INITIAL 20150806	LATER 20151030	LATER	LATER	d2. RATED NCO'S SIGNATURE	d3. DATE (YYYYMMDD)
-------------------------	---------------------	-------------------	-------	-------	---------------------------	---------------------



Rater's Administrative Data

PART II - AUTHENTICATION (Rated NCO's signature verifies NCO has seen completed NCOER Parts I-VI and the administrative data is correct)

a1. NAME OF RATER (Last, First, MI) RATER, SOLDIER'S	a2. SSN (or DOD ID No.)	a3. RATER'S SIGNATURE	a4. DATE (YYYYMMDD)
a5. RANK PMOSC/BRANCH ORGANIZATION DUTY ASSIGNMENT 2LT, 12A, A Co, 2 STB, 2 BDE, Platoon Leader		a6. RATER'S EMAIL ADDRESS (.gov or .mil) @MAIL.MIL	

Rater Info

a1. Last Name	First Name	M.I.	Suffix
RATER	SOLDIER'S		
a2. DOD ID Number			
		Clear DoDID	
a5. Rank	PMOSC/Branch	Organization	Duty Assignment
2LT	12A	A Co, 2 STB, 2 BDE	Platoon Leader
a6. Email Address (.gov or .mil)			
@MAIL.MIL			
Must use .gov or .mil			



Duty Description

a. PRINCIPAL DUTY TITLE PLATOON SERGEANT	b. DUTY MOSC 12B40
c. DAILY DUTIES AND SCOPE(To include, as appropriate, people, equipment, facilities, and dollars) o May enter up to seven lines of text; Beginning with action words; Separated by semi-colons.	
d. AREAS OF SPECIAL EMPHASIS o May enter up to two lines of text; Duty Titles; Separated by semi-colon.	
e. APPOINTED DUTIES o May enter up to two lines of text; Duty Titles; Separated by semi-colon.	

Duty Description

a. Principal Duty Title PLATOON SERGEANT	b. Duty MOSC 12B40
c. Daily Duties and Scope(To include, as appropriate, people, equipment, facilities, and dollars) o May enter up to seven lines of text; Beginning with action words; Separated by semi-colons.	
d. Areas of Special Interest o May enter up to two lines of text; Duty Titles; Separated by semi-colon.	
e. Appointed Duties o May enter up to two lines of text; Duty Titles; Separated by semi-colon.	

Previous Exit Next Save Go to Signatures Print Draft



Performance Evaluation

PART IV - PERFORMANCE EVALUATION - PROFESSIONALISM, COMPETENCIES, AND ATTRIBUTES (Rater)

a. APFT Pass/Fail/Profile: PASS Date: 20150717 b. Height: 65 Weight: 140 Within Standard? YES
Comments required for "Failed" APFT, or "Profile" when it precludes performance of duty, and "No" for Army Weight Standards
May enter up to five lines of text.

Performance Evaluation

Pass/Fail/Profile

PASS

APFT Date

20150717



Height (inches)

65

Weight (lbs)

140

Meets Bodyfat Standards



Yes



No

Required Comments (optional with "Pass" rating)

May enter up to five lines of text.

Previous

Exit

Next

Save

Go to Signatures

Print Draft



Performance Evaluation (cont.)

c. 1) Character: (Adherence to Army Values, Empathy, and Warrior Ethos/ Service Ethos and Discipline. Fully supports SHARP, EO, and EEO.) MET STANDARD ☐ DID NOT MEET STANDARD ☐	o May enter up to eight lines of text and spaces; for example, x3 two-line bullets with a one-line space between them
d. 2) Presence: (Military and Professional Bearing, Fitness, Confident, Resilient) FAR EXCEEDED STANDARD ☐ EXCEEDED STANDARD ☐ MET STANDARD ☐ DID NOT MEET STANDARD ☐	o May enter up to eight lines of text and spaces; for example, x3 two-line bullets with a one-line space between them
e. 3) Intellect: (Mental Agility, Sound Judgment, Innovation, Interpersonal Tact, Expertise) FAR EXCEEDED STANDARD ☐ EXCEEDED STANDARD ☐ MET STANDARD ☐ DID NOT MEET STANDARD ☐	o May enter up to eight lines of text and spaces; for example, x3 two-line bullets with a one-line space between them

Performance Evaluation Comments

Character

MET STANDARD ☐ **DID NOT MEET STANDARD** ☐

Character

o May enter up to eight lines of text and spaces; for example, x3 two-line bullets with a one-line space between them

Presence

FAR EXCEEDED STANDARD ☐ **EXCEEDED STANDARD** ☐ **MET STANDARD** ☐ **DID NOT MEET STANDARD** ☐

Presence

o May enter up to eight lines of text and spaces; for example, x3 two-line bullets with a one-line space between them

Intellect

FAR EXCEEDED STANDARD ☐ **EXCEEDED STANDARD** ☐ **MET STANDARD** ☐ **DID NOT MEET STANDARD** ☐

Intellect

o May enter up to eight lines of text and spaces; for example, x3 two-line bullets with a one-line space between them

Previous Exit **Next** Save Go to Signatures Print Draft



Performance Evaluation (cont.)

f. 4) Leads: (Leads Others, Builds Trust, Extends Influence beyond the Chain of Command, Leads by Example, Communicates) FAR EXCEEDED STANDARD ☐ EXCEEDED STANDARD ☐ MET STANDARD ☒ DID NOT MEET STANDARD ☐	o May enter up to eight lines of text and spaces; for example, x3 two-line bullets with a one-line space between them
g. 5) Develops: (Creates a positive command/ workplace environment/Fosters Esprit de Corps, Prepares Self, Develops Others, Stewards the Profession) FAR EXCEEDED STANDARD ☐ EXCEEDED STANDARD ☐ MET STANDARD ☒ DID NOT MEET STANDARD ☐	o May enter up to eight lines of text and spaces; for example, x3 two-line bullets with a one-line space between them
h. 6) Achieves: (Gets Results.) FAR EXCEEDED STANDARD ☐ EXCEEDED STANDARD ☐ MET STANDARD ☒ DID NOT MEET STANDARD ☐	o May enter up to eight lines of text and spaces; for example, x3 two-line bullets with a one-line space between them

Performance NCO Evaluation Comments Continued

Leads

FAR EXCEEDED STANDARD ☐ EXCEEDED STANDARD ☐ MET STANDARD ☒ DID NOT MEET STANDARD ☐

Leads

o May enter up to eight lines of text and spaces; for example, x3 two-line bullets with a one-line space between them

Develops

FAR EXCEEDED STANDARD ☐ EXCEEDED STANDARD ☐ MET STANDARD ☒ DID NOT MEET STANDARD ☐

Develops

o May enter up to eight lines of text and spaces; for example, x3 two-line bullets with a one-line space between them

Achieves

FAR EXCEEDED STANDARD ☐ EXCEEDED STANDARD ☐ MET STANDARD ☒ DID NOT MEET STANDARD ☐

Achieves

o May enter up to eight lines of text and spaces; for example, x3 two-line bullets with a one-line space between them

Previous Exit **Next** Save Go to Signatures Print Draft



Overall Performance

PART IV - PERFORMANCE EVALUATION - PROFESSIONALISM, COMPETENCIES, AND ATTRIBUTES (Rater)

i. I currently rate NCOs in this grade.

FAR EXCEEDED STANDARD	EXCEEDED STANDARD	MET STANDARD	DID NOT MEET STANDARD
☐	☐	☒	☐

j. COMMENTS:

o May enter up to five lines of text and space; for example, x2 two-line bullets with a one-line space between them

Overall Performance

Is this individual serving as both the Rater and Senior Rater? ☐ Yes ☒ No

i. No. of NCOs currently rated in this grade:

FAR EXCEEDED
STANDARD



EXCEEDED
STANDARD



MET STANDARD



DID NOT MEET STANDARD



j. Comments

o May enter up to five lines of text and space; for example, x2 two-line bullets with a one-line space between them

Previous

Exit

Next

Save

Go to Signatures

Print Draft



Check on Learning

1. What is a reason that can prevent the user from entering comments in the APFT block?
2. Is the Rater's assessment constrained?
3. Who can view the Rater's Tendency in EES?
4. Do Raters of MSGs / 1SGs write their comments in bullet or narrative format?



Senior Rater

[Print For Manual Submission](#)[Exit](#)[Submit to HQDA](#)[Manage Enclosures](#)[Delete](#)

To edit a particular selection, choose the appropriate button below:

[Rated Soldier](#)[Rater](#)[Senior Rater](#)[Reviewer](#)[Rater Enlisted Advisor](#)[Senior Rater Enlisted Advisor](#)

SSG TO 1SG GRADE PLATE (E6 - E8) NON-COMMISSIONED OFFICER EVALUATION REPORT

For use of this form, see AR 623-3; the proponent agency is DCS, G-1.

See Privacy Act
Statement in AR 623-3.

PART I - ADMINISTRATIVE DATA

a. NAME (Last, First, Middle Initial) SOLDIER, RATED	b. SSN (or DOD ID No.)	c. RANK SSG	d. DATE OF RANK (YYYYMMDD) 20121019	e. PMOSC 12B3O
f. UNIT, ORG., STATION, ZIP CODE OR APO, MAJOR COMMAND A Co, 2STB, 2BDE, Fort Best, 11111, FC		g. STATUS CODE	h. UIC WAAAAA	i. REASON FOR SUBMISSION 03 Change of Rater
j. PERIOD COVERED		k. RATED MONTHS	l. NON RATED CODES	m. NO. OF ENCLOSURES
FROM (YYYYMMDD) 20150801	THRU (YYYYMMDD) 20151217	5		0
n. RATED NCO'S EMAIL ADDRESS (.gov or .mil) @MAIL.MIL				

PART II - AUTHENTICATION

a1. NAME OF RATER (Last, First, MI) RATER, SOLDIER'S	a2. SSN (or DOD ID No.)	a3. RATER'S SIGNATURE Why Can't I sign?	a4. DATE
a5. RANK PMOSC ORGANIZATION DUTY ASSIGNMENT 2LT, 12A, A Co, 2 STB, 2 BDE, Platoon Leader		a6. RATER'S EMAIL ADDRESS (.gov or .mil) @MAIL.MIL	
b1. NAME OF SENIOR RATER (Last, First, MI) RATER, SENIOR	b2. SSN (or DOD ID No.)	b3. SENIOR RATER'S SIGNATURE	b4. DATE
b5. RANK PMOSC ORGANIZATION DUTY ASSIGNMENT 1LT, 12A, A Co, 2STB, 2 BDE, Company Commander		b6. SENIOR RATER'S EMAIL ADDRESS (.gov or .mil) @MAIL.MIL	
c1. SUPPLEMENTARY REVIEW REQUIRED? ☒ Yes ☐ No	c2. NAME OF SUPPLEMENTARY REVIEWER (Last, First, MI) REVIEWER, SUPPLEMENTARY		c3. RANK PMOSC/BRANCH ORGANIZATION DUTY ASSIGNMENT LTC, 12A, HHC, 2STB, 2BDE, Battalion Commander
c4. COMMENTS ENCLOSED? ☒ Yes ☐ No	c5. SUPPLEMENTARY REVIEWER'S SIGNATURE Click Here to Sign	c6. DATE(YYYYMMDD)	c7. SUPPLEMENTARY REVIEWER'S EMAIL ADDRESS (.gov or .mil) @MAIL.MIL

RATED NCO: I understand my signature does not constitute agreement or disagreement with the assessments of the rater and senior rater. I further understand my signature verifies that the administrative data in Part I, the rating officials and counseling dates in Part II, the duty description in Part III, and the APFT and height/weight entries in Part IVa and IVb are correct. I have seen the completed report. I am aware of the appeals process of AR 623-3.

d1. COUNSELING DATES	INITIAL 20150806	LATER 20151030	LATER	LATER	d2. RATED NCO'S SIGNATURE	d3. DATE(YYYYMMDD)
----------------------	---------------------	-------------------	-------	-------	---------------------------	--------------------



Senior Rater's Administrative Data

PART II - AUTHENTICATION (Rated Soldier's signature verifies NCO has seen completed NCOER Parts I-VI and the administrative data is correct)

b1. NAME OF SENIOR RATER (Last, First, Middle Initial) RATER, SENIOR	b2. SSN (or DOD ID No.)	b3. SIGNATURE	b4. DATE
b5. RANK PMOSC ORGANIZATION DUTY ASSIGNMENT 1LT, 12A, A Co, 2STB, 2 BDE, Company Commander		b6. SENIOR RATER'S EMAIL ADDRESS (.gov or .mil) @MAIL.MIL	

Senior Rater Info

b1. Senior Rater's Last Name	First Name	M.I.	Suffix
RATER	SENIOR		
b2. Senior Rater's DOD ID Number ✓ Clear DoDID			
b5. Senior Rater's Rank	Is the Senior Rater promotable and serving in a position authorized for the next higher grade? ☐ Yes ☒ No		
1LT			
Senior Rater's Position	Senior Rater's Organization		
Company Commar	A Co, 2STB, 2 BDE		
PMOSC/Branch	b6. Senior Rater's E-mail Address		
12A	@MAIL.MIL Must use .gov or .mil		



Potential Assessment

PART VI - SENIOR RATER OVERALL POTENTIAL											
a. Select one box representing Rated NCO's potential compared to others in the same grade whom you have rated in your career. I currently senior rate <u>2</u> NCOs in this grade. ☒ MOST QUALIFIED ☐ HIGHLY QUALIFIED ☐ QUALIFIED ☐ NOT QUALIFIED		b. COMMENTS: May enter up to five lines of text in narrative format.									
c. List two successive assignments and one broadening assignment (3 - 5 years). <table><tr><td>Successive Assignment:</td><td>1) Duty Title Only</td><td>2) Duty Title Only</td><td>Broadening Assignment: Duty Title Only</td></tr></table>				Successive Assignment:	1) Duty Title Only	2) Duty Title Only	Broadening Assignment: Duty Title Only				
Successive Assignment:	1) Duty Title Only	2) Duty Title Only	Broadening Assignment: Duty Title Only								
Sr. Rater Potential Rating											
Is a Supplementary Reviewer required? ☒ Yes ☐ No Does the Senior Rater meet minimum rating qualifications to evaluate the rated NCO? ☒ Yes ☐ No Is the Rated NCO available for signature? ☐ Yes ☐ No ☒ No Response NCO refuses to sign? ☐ NCO Refuses Compared Potential No. of NCOs currently rated in this grade <u>2</u>											
Rate the Soldier's potential compared with other officers of the same grade. <table><tr><td>Most Qualified (24%)</td><td>Highly Qualified</td><td>Qualified</td><td>Not Qualified</td></tr><tr><td>☐</td><td>☐</td><td>☒</td><td>☐</td></tr></table>				Most Qualified (24%)	Highly Qualified	Qualified	Not Qualified	☐	☐	☒	☐
Most Qualified (24%)	Highly Qualified	Qualified	Not Qualified								
☐	☐	☒	☐								
b. Comments on potential May enter up to five lines of text in narrative format.											
c. Two future successive assignments Duty Title Only Duty Title Only List a broadening assignment Duty Title Only											
Previous Exit Next Save Go to Signatures Print Draft											



Check on Learning

1. What does the Senior Rater assess?
2. Is the Senior Rater's comments in narrative or bullet format?
3. What can the Senior Rater comment on?
4. How many lines of text can the Senior Rater enter?



Reviewer

[Print For Manual Submission](#)[Exit](#)[Submit to HQDA](#)[Manage Enclosures](#)[Delete](#)

To edit a particular selection, choose the appropriate button below:

[Rated Soldier](#)[Rater](#)[Senior Rater](#)[Reviewer](#)[Rater Enlisted Advisor](#)[Senior Rater Enlisted Advisor](#)

SSG TO 1SG GRADE PLATE (E6 - E8) NON-COMMISSIONED OFFICER EVALUATION REPORT

For use of this form, see AR 623-3; the proponent agency is DCS, G-1.

See Privacy Act
Statement in AR 623-3.

PART I - ADMINISTRATIVE DATA

a. NAME (Last, First, Middle Initial) SOLDIER, RATED	b. SSN (or DOD ID No.)	c. RANK SSG	d. DATE OF RANK (YYYYMMDD) 20121019	e. PMOSC 12B3O
f. UNIT, ORG., STATION, ZIP CODE OR APO, MAJOR COMMAND A Co, 2STB, 2BDE, Fort Best, 11111, FC		g. STATUS CODE	h. UIC WAAAAA	i. REASON FOR SUBMISSION 03 Change of Rater
j. PERIOD COVERED FROM (YYYYMMDD) 20150801		k. RATED MONTHS 5	l. NON RATED CODES	m. NO. OF ENCLOSURES 0
n. RATED NCO'S EMAIL ADDRESS (.gov or .mil) @MAIL.MIL				

PART II - AUTHENTICATION

a1. NAME OF RATER (Last, First, MI) RATER, SOLDIER'S	a2. SSN (or DOD ID No.)	a3. RATER'S SIGNATURE Why Can't I sign?	a4. DATE
a5. RANK PMOSC ORGANIZATION DUTY ASSIGNMENT 2LT, 12A, A Co, 2 STB, 2 BDE, Platoon Leader		a6. RATER'S EMAIL ADDRESS (.gov or .mil) @MAIL.MIL	
b1. NAME OF SENIOR RATER (Last, First, MI) RATER, SENIOR	b2. SSN (or DOD ID No.)	b3. SENIOR RATER'S SIGNATURE	b4. DATE
b5. RANK PMOSC ORGANIZATION DUTY ASSIGNMENT 1LT, 12A, A Co, 2STB, 2 BDE, Company Commander		b6. SENIOR RATER'S EMAIL ADDRESS (.gov or .mil) @MAIL.MIL	
c1. SUPPLEMENTARY REVIEW REQUIRED? ☒ Yes ☐ No	c2. NAME OF SUPPLEMENTARY REVIEWER (Last, First, MI) REVIEWER, SUPPLEMENTARY		c3. RANK PMOSC/BRANCH ORGANIZATION DUTY ASSIGNMENT LTC, 12A, HHC, 2STB, 2BDE, Battalion Commander
c4. COMMENTS ENCLOSED? ☒ Yes ☐ No	c5. SUPPLEMENTARY REVIEWER'S SIGNATURE Click Here to Sign	c6. DATE (YYYYMMDD)	c7. SUPPLEMENTARY REVIEWER'S EMAIL ADDRESS (.gov or .mil) @MAIL.MIL

RATED NCO: I understand my signature does not constitute agreement or disagreement with the assessments of the rater and senior rater. I further understand my signature verifies that the administrative data in Part I, the rating officials and counseling dates in Part II, the duty description in Part III, and the APFT and height/weight entries in Part IVa and IVb are correct. I have seen the completed report. I am aware of the appeals process of AR 623-3.

d1. COUNSELING DATES	INITIAL 20150806	LATER 20151030	LATER	LATER	d2. RATED NCO'S SIGNATURE	d3. DATE (YYYYMMDD)
-------------------------	---------------------	-------------------	-------	-------	---------------------------	---------------------



Reviewer's Administrative Data

PART II - AUTHENTICATION

c1. SUPPLEMENTARY REVIEW REQUIRED?
☒ Yes ☐ No

c2. NAME OF SUPPLEMENTARY REVIEWER (Last, First, Middle Initial)
REVIEWER, SUPPLEMENTARY

c3. RANK PMOSC/BRANCH ORGANIZATION DUTY ASSIGNMENT
LTC, 12A, HHC, 2STB, 2BDE, Battalion Commander

c4. COMMENTS ENCLOSED?
☒ Yes ☐ No

c5. SUPPLEMENTARY REVIEWER'S SIGNATURE

c6. DATE (YYYYMMDD)

c7. SUPPLEMENTARY REVIEWER'S EMAIL ADDRESS (.gov or .mil) @MAIL.MIL

Supplementary Reviewer Info

c2. Reviewer's Last Name	First Name	M.I.	Suffix
REVIEWER	SUPPLEMENTARY		

c2. Reviewer's DOD ID Number ✓

c4. Do you wish to provide comments? ☐ Yes ☒ No

c3. Reviewer's Rank

LTC

PMOS/Branch

12A

Reviewer's Organization

HHC, 2STB, 2BDE

Reviewer's Duty Assignment

Battalion Command

c6. Reviewer's E-mail Address

@MAIL.MIL

Must use .gov or .mil

Exit

Next

Save

Go to Signatures

Print Draft



Content Review

[Print For Manual Submission](#)[Exit](#)[Submit to HQDA](#)[Manage Enclosures](#)[Delete](#)

To edit a particular selection, choose the appropriate button below:

[Rated Soldier](#)[Rater](#)[Senior Rater](#)[Reviewer](#)[Rater Enlisted Advisor](#)[Senior Rater Enlisted Advisor](#)

SSG TO 1SG GRADE PLATE (E6 - E8) NON-COMMISSIONED OFFICER EVALUATION REPORT

For use of this form, see AR 623-3; the proponent agency is DCS, G-1.

See Privacy Act
Statement in AR 623-3.

PART I - ADMINISTRATIVE DATA

a. NAME (Last, First, Middle Initial) SOLDIER, RATED		b. SSN (or DOD ID No.)	c. RANK SSG	d. DATE OF RANK (YYYYMMDD) 20121019	e. PMOSC 12B30
f. UNIT, ORG., STATION, ZIP CODE OR APO, MAJOR COMMAND A Co, 2STB, 2BDE, Fort Best, 11111, FC			g. STATUS CODE	h. UIC WAAAAA	i. REASON FOR SUBMISSION 03 Change of Rater
j. PERIOD COVERED		k. RATED MONTHS	l. NON RATED CODES	m. NO. OF ENCLOSURES	n. RATED NCO'S EMAIL ADDRESS (.gov or .mil)
FROM (YYYYMMDD) 20150801	THRU (YYYYMMDD) 20151217	5		0	@MAIL.MIL

PART II - AUTHENTICATION

a1. NAME OF RATER (Last, First, MI) RATER, SOLDIER'S		a2. SSN (or DOD ID No.)	a3. RATER'S SIGNATURE Why Can't I sign?	a4. DATE
a5. RANK PMOSC ORGANIZATION DUTY ASSIGNMENT 2LT, 12A, A Co, 2 STB, 2 BDE, Platoon Leader			a6. RATER'S EMAIL ADDRESS (.gov or .mil) @MAIL.MIL	
b1. NAME OF SENIOR RATER (Last, First, MI) RATER, SENIOR		b2. SSN (or DOD ID No.)	b3. SENIOR RATER'S SIGNATURE	b4. DATE
b5. RANK PMOSC ORGANIZATION DUTY ASSIGNMENT 1LT, 12A, A Co, 2STB, 2 BDE, Company Commander			b6. SENIOR RATER'S EMAIL ADDRESS (.gov or .mil) @MAIL.MIL	
c1. SUPPLEMENTARY REVIEW REQUIRED? ☒ Yes ☐ No	c2. NAME OF SUPPLEMENTARY REVIEWER (Last, First, MI) REVIEWER, SUPPLEMENTARY		c3. RANK PMOSC/BRANCH ORGANIZATION DUTY ASSIGNMENT LTC, 12A, HHC, 2STB, 2BDE, Battalion Commander	
c4. COMMENTS ENCLOSED? ☒ Yes ☐ No	c5. SUPPLEMENTARY REVIEWER'S SIGNATURE Click Here to Sign		c6. DATE (YYYYMMDD)	c7. SUPPLEMENTARY REVIEWER'S EMAIL ADDRESS (.gov or .mil) @MAIL.MIL

RATED NCO: I understand my signature does not constitute agreement or disagreement with the assessments of the rater and senior rater. I further understand my signature verifies that the administrative data in Part I, the rating officials and counseling dates in Part II, the duty description in Part III, and the APFT and height/weight entries in Part IVa and IVb are correct. I have seen the completed report. I am aware of the appeals process of AR 623-3.

d1. COUNSELING DATES	INITIAL 20150806	LATER 20151030	LATER	LATER	d2. RATED NCO'S SIGNATURE	d3. DATE (YYYYMMDD)
----------------------	---------------------	-------------------	-------	-------	---------------------------	---------------------



EES Landing Page

Main Menu ▾ Profiles ▾ New OER Training ▾

Support Links:

Evaluation Support and Help

- [Evaluation and Training Tools](#)
- [Appeals and Corrections](#)
- [Evaluation Entry System Users Guide](#)
- [Ask a Policy Expert](#)
- [Ask an IT Expert](#)
- [Frequently Asked Questions](#)

External Links and Resources

- [AR 623-3](#)
- [DA PAM 600-3](#)
- [DA PAM 600-4](#)
- [DA PAM 623-3](#)
- [S1 NET](#)
- [MYBOARDFILE](#)
- [ERS](#)
- [User Survey and Feedback](#)
- [Army Doctrine](#)
- [Army Doctrine References](#)

Welcome to the HRC Evaluations Entry System
Please select an option below:

OER	NCOER
Create OER Support Form	Create NCOER Support Form
Edit OER Support Form	Edit NCOER Support Form
Create New OER	Create New NCOER
Continue/View Active OERs	Continue/View Active NCOERs

TOOLS

View Profiles where I am a delegate	View my Rater and Senior Rater Profile
Manage Rating Chain	View Forms
Signature Removal	Manage Delegates
Request ERS Access	Evaluation Status and Management Tools (ERS)

Recent Evaluation Activity:

Rated Soldier	Your Role	Thru Date	Status
---------------	-----------	-----------	--------

Recent Evaluation Support Form Activity:

Rated Soldier	Role	Thru Date
---------------	------	-----------



Active NCOER List

Rated Soldier Last Name: Rated Soldier UIC: Eval ID: SSN: DOD ID Number:

90 items found, displaying 76 to 90.

[First/Prev](#) [1](#) [2](#) [3](#) [4](#) [Next/Last](#)

EvalID	Thru Date	Rated Soldier	Signed?	Rater	Locked?	Signed?	Senior Rater	Signed?	Status	Your Role	Comments
235874	20160318	SOLDIER, RATED SGM	NO	RATER, SOLDIER'S LTC	No	NO	RATER, SENIOR COL	NO	DRAFT	SENIOR RATER	
235872	20151217	SOLDIER, RATED SSG	NO	RATER, SOLDIER'S 2LT	No	NO	RATER, SENIOR 1LT	NO	DRAFT	REVIEWER	
235864	20151110	SOLDIER, RATED SGT	NO	RATER, SOLDIER'S SSG	No	NO	RATER, SENIOR SFC	NO	DRAFT	SENIOR RATER	



Signing the NCOER

[Print For Manual Submission](#)[Exit](#)[Submit to HQDA](#)[Manage Enclosures](#)[Delete](#)

To edit a particular selection, choose the appropriate button below:

[Rated Soldier](#)[Rater](#)[Senior Rater](#)[Reviewer](#)[Rater Enlisted Advisor](#)[Senior Rater Enlisted Advisor](#)

SSG TO 1SG GRADE PLATE (E6 - E8) NON-COMMISSIONED OFFICER EVALUATION REPORT

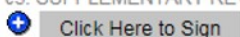
For use of this form, see AR 623-3; the proponent agency is DCS, G-1.

See Privacy Act
Statement in AR 623-3.

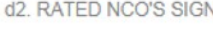
PART I - ADMINISTRATIVE DATA

a. NAME (Last, First, Middle Initial) SOLDIER, RATED		b. SSN (or DOD ID No.)	c. RANK SSG	d. DATE OF RANK (YYYYMMDD) 20121019	e. PMOSC 12B3O
f. UNIT, ORG., STATION, ZIP CODE OR APO, MAJOR COMMAND A Co, 2STB, 2BDE, Fort Best, 11111, FC			g. STATUS CODE	h. UIC WAAAAA	i. REASON FOR SUBMISSION 03 Change of Rater
j. PERIOD COVERED		k. RATED MONTHS	l. NON RATED CODES	m. NO. OF ENCLOSURES	
FROM (YYYYMMDD) 20150801	THRU (YYYYMMDD) 20151217	5		0	
n. RATED NCO'S EMAIL ADDRESS (.gov or .mil) @MAIL.MIL					

PART II - AUTHENTICATION

a1. NAME OF RATER (Last, First, MI) RATER, SOLDIER'S		a2. SSN (or DOD ID No.)	a3. RATER'S SIGNATURE  Why Can't I sign?	a4. DATE	
a5. RANK PMOSC ORGANIZATION DUTY ASSIGNMENT 2LT, 12A, A Co, 2 STB, 2 BDE, Platoon Leader		a6. RATER'S EMAIL ADDRESS (.gov or .mil) @MAIL.MIL			
b1. NAME OF SENIOR RATER (Last, First, MI) RATER, SENIOR		b2. SSN (or DOD ID No.)	b3. SENIOR RATER'S SIGNATURE  Why Can't I sign?	b4. DATE	
b5. RANK PMOSC ORGANIZATION DUTY ASSIGNMENT 1LT, 12A, A Co, 2STB, 2 BDE, Company Commander		b6. SENIOR RATER'S EMAIL ADDRESS (.gov or .mil) @MAIL.MIL			
c1. SUPPLEMENTARY REVIEW REQUIRED? ☒ Yes ☐ No	c2. NAME OF SUPPLEMENTARY REVIEWER (Last, First, MI) REVIEWER, SUPPLEMENTARY		c3. RANK PMOSC/BRANCH ORGANIZATION DUTY ASSIGNMENT LTC, 12A, HHC, 2STB, 2BDE, Battalion Commander		
c4. COMMENTS ENCLOSED? ☒ Yes ☐ No	c5. SUPPLEMENTARY REVIEWER'S SIGNATURE  Click Here to Sign		c6. DATE (YYYYMMDD)	c7. SUPPLEMENTARY REVIEWER'S EMAIL ADDRESS (.gov or .mil) @MAIL.MIL	

RATED NCO: I understand my signature does not constitute agreement or disagreement with the assessments of the rater and senior rater. I further understand my signature verifies that the administrative data in Part I, the rating officials and counseling dates in Part II, the duty description in Part III, and the APFT and height/weight entries in Part IVa and IVb are correct. I have seen the completed report. I am aware of the appeals process of AR 623-3.

d1. COUNSELING DATES	INITIAL 20150806	LATER 20151030	LATER	LATER	d2. RATED NCO'S SIGNATURE  Why Can't I sign?	d3. DATE (YYYYMMDD)
----------------------	---------------------	-------------------	-------	-------	---	---------------------



EES Landing Page

Main Menu ▾ Profiles ▾ New OER Training ▾

Support Links:

Evaluation Support and Help

- [Evaluation and Training Tools](#)
- [Appeals and Corrections](#)
- [Evaluation Entry System Users Guide](#)
- [Ask a Policy Expert](#)
- [Ask an IT Expert](#)
- [Frequently Asked Questions](#)

External Links and Resources

- [AR 623-3](#)
- [DA PAM 600-3](#)
- [DA PAM 600-4](#)
- [DA PAM 623-3](#)
- [S1 NET](#)
- [MYBOARDFILE](#)
- [ERS](#)
- [User Survey and Feedback](#)
- [Army Doctrine](#)
- [Army Doctrine References](#)

Welcome to the HRC Evaluations Entry System
Please select an option below:

OER	NCOER
Create OER Support Form	Create NCOER Support Form
Edit OER Support Form	Edit NCOER Support Form
Create New OER	Create New NCOER
Continue/View Active OERs	Continue/View Active NCOERs

TOOLS

View Profiles where I am a delegate	View my Rater and Senior Rater Profile
Manage Rating Chain	View Forms
Signature Removal	Manage Delegates
Request ERS Access	Evaluation Status and Management Tools (ERS)

Recent Evaluation Activity:

Rated Soldier	Your Role	Thru Date	Status
---------------	-----------	-----------	--------

Recent Evaluation Support Form Activity:

Rated Soldier	Role	Thru Date
---------------	------	-----------



Active NCOER List

Rated Soldier Last Name: Rated Soldier UIC: Eval ID: SSN: DOD ID Number:

90 items found, displaying 76 to 90.

[First/Prev](#) [1](#) [2](#) [3](#) [4](#) [Next/Last](#)

EvalID	Thru Date	Rated Soldier	Signed?	Rater	Locked?	Signed?	Senior Rater	Signed?	Status	Your Role	Comments
235874	20160318	SOLDIER, RATED SGM	NO	RATER, SOLDIER'S LTC	No	NO	RATER, SENIOR COL	NO	DRAFT	SENIOR RATER	
235872	20151217	SOLDIER, RATED SSG	NO	RATER, SOLDIER'S 2LT	No	NO	RATER, SENIOR 1LT	NO	DRAFT	REVIEWER	
235864	20151110	SOLDIER, RATED SGT	NO	RATER, SOLDIER'S SSG	No	NO	RATER, SENIOR SFC	NO	DRAFT	SENIOR RATER	

Common Status Categories

- Draft – still with unit / has not been submitted to HQDA
- Submitted – unit has submitted to HQDA
- w / Examiner – NCOER has been assigned to an Examiner
- Returned – Examiner returned NCOER to unit for corrections
- Submitted to IPERMS – submitted by HRC to Soldier's Record
- Thru Date Submitted – Last NCOER's Thru Date updated on ERB
- Rejected – HQDA rejected NCOER (mostly duplicate reports)



Check on Learning

1. Can a Rater use EES to check a NCOER's status?
2. When does a NCOER require a Reviewer?
3. Can a Rater submit a NCOER to HQDA?
4. What does the NCOER Status "Return" mean?



Summary

- Accessing EES
- Landing Page
- Initiating NCOER
- Administrative Data
- Performance Evaluation
- Potential Evaluation
- Editing NCOER
- Signing and Submitting NCOER
- Status Tracking



Questions



Ask an IT Expert:
usarmy.knox.hrc.mbx.it-help-desk@mail.mil